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CITY OF HOUSTON

Job Posting

All Persons Interested Applications accepted from:

Job Classification Posting Number Department

Division Section Reporting Location

Workdays & Hours

Fixed Asset Manager

PN # 107136

INFORMATION TECHNOLOGY DEPARTMENT

Infrastructure

Infrastructure Services

611 Walker, 8th Floor M-F, 8 a.m. - 5 p.m.

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages the acquisition, transfer, tracking, controlling, and disposition of the City's fixed assets in an efficient manner that safeguards and allows for sound management of the public's asset investment. Assists in administering the City's fixed asset management system by managing, directing, and overseeing the asset management function of capital and controlled assets. Ensures implementation and adherence to applicable Federal and State laws as well as City policies and procedures.

Utilizes industry and City "Best Practices" to develop and implement asset management strategy, policy, guidelines, and procedures for City IT assets. Ensures the annual maintenance agreements are timely and cover the appropriate equipment. Develops and delivers executive level briefings on IT asset replacement strategies including applicable cost components.

WORKING CONDITIONS 10

This position is physically comfortable; the individual has discretion about walking, standing, etc. Requires some light lifting (less than 40 lbs).

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Materials Management, Business Administration, Accounting or a closely related

MINIMUM EXPERIENCE REQUIREMENTS

Five years of experience in inventory control or materials management are required, with at least two years in a supervisory or managerial capacity.

Four years of responsible experience in inventory control/materials management may be substituted for the degree requirement.

MINIMUM LICENSE REQUIREMENTS 13

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

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Demonstrated strategic thinking with ability to operationalize the strategies.

Demonstrated leadership with strong ability to mentor others in asset management.

Proactive style with a desire to solve problems.

Strong knowledge of best practices in asset management tracking technologies.

SELECTION/SKILLS TESTS REQUIRED

None

16 **SAFETY IMPACT POSITION**

x Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range – Pay Grade 25</u> \$1,501 - \$2,659 Biweekly \$39,026 - \$69,134 Annually

OPENING DATE 18 October 19, 2005

19 **CLOSING DATE** Open Until filled

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer